



Applecross Senior High School IPS Board

MINUTES

Meeting No. 31
Meeting location Board Room Applecross SHS
Meeting time and date 5.45 pm, Monday 30 May 2016

Initials	Attendee	Role
AC	Adam Coppard	Staff Rep
AWM	Amanda Woods-McConney	Community Rep
FS	Fiona Schaper	P&C Rep
KP	Kerina Puttman	Community Rep
MB	Michelle Birkholz	Parent Rep
LJ	Lina Jaafar	Parent Rep
PL	Paul Leech	Principal
PM	Phil Marshall	Community Rep (Chair 2016)
SD	Sharon Declerck	P&C Rep

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> The meeting was opened by PM at 5.48pm. 	
1.1	Apologies: <ul style="list-style-type: none"> Fran van Oyen Holly Emslie Jia Ho Pow Suzanne Brown 	
1.2	Confirmation of agenda <ul style="list-style-type: none"> FS requested the addition of the Environment Committee Report (appears as item 4.1). 	
1.3	Minutes of previous meeting <ul style="list-style-type: none"> PM presented to the board the minutes of Meeting No. 30, 4 April 2016, for approval. AWM and SD requested updates re initials and spelling of name. The board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved AWM, seconded KP.</i> 	
1.4	Actions arising from previous meeting <ul style="list-style-type: none"> 30.1 PL to check who was yet to sign the Code of Conduct and advise – PL to send reminder email to those not signed and returned. 30.2 PM to circulate results from 2015 parent survey – completed. 30.3 SB to develop Board calendar (Governance committee) – to be progressed. 30.4 PM to coordinate Board presence at Open Day – completed. 30.5 PM to develop and present strategy for stakeholder engagement (Stakeholder committee) – to be progressed. 	Actions carried forward – 30.1, 30.3, 30.5.

2.0	Standing Items	
2.1	<p>Principal's Report (PL)</p> <ul style="list-style-type: none"> • 2015 Annual Report – final draft now available on school website. • NAPLAN & Exams – Year 7 & 9 NAPLAN testing went smoothly; new format for Year 10 formal exam week currently being reviewed; Year 11 & 12 exams ongoing. • Open Day – very positive feedback received from the community; thanks to those staff and Board members who contributed leading up to and on the day. • Student praise – PL recently hosted afternoon tea for the school's neighbours (residents in the immediate vicinity) and advised very positive feedback received regarding the manners and behaviour of students; similar feedback also received from a teacher who observed students' positive behaviour off campus (on public transport). • Clearing accrued LSL – staff with accrued Long Service Leave have been directed by the Education Department to take this by the end of 2016; this is being appropriately managed to minimise the impact on students; PL will take LSL in Term 3, with Myles Draper replacing his position, Jenny Casserly replacing MD and Maria Stevenson replacing JC. • New Chaplain – Andrew Saxton has joined the school in this role. • Building update – the building program has now entered its final stage, mainly dealing with defects and minor works; PL continuing to liaise with BMW to close this out. • Business Plan update – next update to the business planning target attainment document will occur early in Term 3; input/feedback has been sought from HOLAs; traffic light system to indicate progress to be added following first semester results. 	31.1 PL to follow up on use of library or other designated quiet area to study between exams for Year 10 students.
2.2	<p>Finance Report (PL)</p> <ul style="list-style-type: none"> • Report tabled by PL and accepted by the Board. 	
3.0	General Business	
3.1	<p>Business Plan update (PL)</p> <ul style="list-style-type: none"> • Discussed at item 2.1 (Principal's Report). 	
3.2	<p>School Open Day survey results (PM)</p> <ul style="list-style-type: none"> • PM tabled survey results, particular areas of discussion: <ul style="list-style-type: none"> ○ Programming – removal or commencement of specialist programs is dependent upon student interest and staff members' interest and area of expertise; PL advised Glenys Campbell could attend a future Board meeting to discuss with the Board if required. ○ Use of school resources by the community – PL advised consideration is currently being given to the logistics of hiring out school facilities to the community, including the pool, tennis courts and gymnasium. 	31.2 PL to advise outcome of use of school facilities by the community in due course.
4.0	Other business	
4.1	<p>Environment Committee Report</p> <ul style="list-style-type: none"> • Report tabled by FS – more student input/representation required on the Committee going forward. 	
5.0	Close	
	<ul style="list-style-type: none"> • The next meeting is scheduled for 5.45pm on 27 June 2016. • The meeting was closed by PM at 7:25pm. 	

Signed (Chair)

Date: